



PLAT OR STREET VACATION PROCEDURES

A completed vacation application on a form to be provided by the Planning and Development Department, together with the following items, are required to initiate the processing of all vacation requests:

1. A filing fee and advertising fee, via check or money order, made payable to the City of Sunrise, is required. ALL APPLICATION FEES MUST BE PAID AT THE TIME OF SUBMITTAL IN ACCORDANCE WITH THE CITY OF SUNRISE PLANNING & DEVELOPMENT .DEPARTMENT FEE SCHEDULE, a copy of which is attached.
2. Application for Vacation (12 copies).
3. A letter of intent describing the reason for the request for vacation (12 copies).
4. If applicable, an agent authorization letter, in a form to be prepared by the Planning and Development Department.
5. A certified copy of the plat sought to be vacated or in the event only a portion of the plat is being vacated, a precise legal description of the real property sought to be vacated, prepared by a licensed engineer or land surveyor. The certified copy must include the exact acreage and square footage of land involved.
6. Location sketch, 12 copies (8 1/2" x 14") of plat, street, easement, etc., to be vacated or annulled.
7. A waiver of no objection to the proposed vacation by all utility companies authorized to operate in the area.
8. Title opinion or title search (name and encumbrance) by a recognized title company, showing the name of the owner of the plat or portion of the plat sought to be vacated, and all owners of property abutting the area sought to be vacated.

The City Engineer or his duly authorized designee shall, after reviewing and commenting as to, among other things, the completeness and sufficiency of each application, forward

each completed application to the Development Review Committee (DRC), which shall review and comment on each application. All such information shall thereupon be furnished to the City Attorney's Office for approval as to legality.

If the request has been found to be proper and no apparent need has been found for the public use of said platted land, street, alley, canal or easement, or portion thereof, or same has been replatted pursuant to statute, and if the City Commission finds the request to have sufficient merit; the City Commission, after a public hearing, may adopt a resolution vacating or annulling said plat (or street area, canal, easement) and disclaim any right to the City to any land in connection therewith.

IT IS ESTIMATED THAT THE MINIMUM TIME REQUIRED FOR COMPLETION OF THIS PROCEEDING IS 90 DAYS FROM THE DATE THE PLANNING AND DEVELOPMENT DEPARTMENT RECEIVED ALL THE NECESSARY DOCUMENTS IN SUPPORT OF AN APPLICATION.

CITY OF SUNRISE

APPLICATION FOR VACATION OF CITY PROPERTY

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE: _____

LOCATION OF PROPOSED VACATION: _____

LEGAL DESCRIPTION: _____

FOLIO NUMBER (WITH RECENT COPY OF TAX BILL) _____

PROPOSED USE OF PROPERTY: _____

DIMENSIONS OF AREA: _____

GROSS ACREAGE: _____

ATTACHMENTS (LIST)

- 1) FILING FEE AND ADVERTISING FEE MUST BE PAID AT TIME OF SUBMITTAL. (See attached CITY OF SUNRISE PLANNING & DEVELOPMENT DEPARTMENT FEE SCHEDULE).
- 2) CERTIFIED COPY OF PLAT OR SURVEY WITH LEGAL DESCRIPTION.
- 3) LOCATION SKETCH, 12 COPIES.
- 4) WAIVERS OF NO OBJECTION BY ALL UTILITY COMPANIES AFFECTED.
- 5) TITLE OPINION OR TITLE SEARCH.
- 6) CERTIFIED LIST OF ABUTTING PROPERTY OWNERS AND OWNERS' SIGNED CONSENT.
- 7) CERTIFICATE SHOWING ALL CURRENT CITY, COUNTY, STATE TAXES HAVE BEEN PAID.

AFFIDAVIT OF OWNER OR TENANT

I, _____ (all owners on deed / all tenants on lease), being first duly sworn, depose and say that I am the _____ owner _____ tenant (check one) of the Property described in the above application for public hearing; that all the answers to the questions in this application, sketches, data, and other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on my behalf, am found to have made a material misrepresentation regarding this application, I understand the application can be cancelled, and any plat/street vacation granted can be made null and void by the City, at its sole option.

Print Name: _____

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____,
this _____ day of _____, 20____, who is either personally known to me
or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name _____

DISCLOSURE OF OWNERSHIP

Please list below the name, address, and percentage of ownership of any owner of the real property that is the subject matter of this application. Include all parties who have a financial interest, either directly or indirectly, in the subject real property, including but not limited to, all shareholders, beneficiaries to a trust, partners to any partnership agreement, and members of an investment group involving local participation.

ATTORNEY AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am an Attorney at Law, who is licensed to practice in the State of Florida, who represents the Owner of the property described above, and which is the subject matter of a proposed public hearing; that all data and other supplementary matter attached to and made a part of this application are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. I have advised my client that if any material misrepresentation is made regarding this application, either oral or written, can cause this application to be cancelled, and any plat/street vacation granted may become voided by the City of Sunrise, at its sole option.

Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____,
this _____ day of _____ 20____, who is either personally known to me or who
has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

OWNER'S SWORN-TO CONSENT

PERMITTING TENANT TO FILE FOR A HEARING

I, _____, being first duly sworn, depose and say that I am the owner of the Property described herein and which this the subject matter of the proposed hearing, do hereby authorize _____ to file this application for a plat or street vacation.

ATTEST:

Signature

Sworn and subscribed to before me this
____ day of _____, 200__.

Notary Public

Commission Expires _____

Affidavit - Section 16-34(f) Posting Notice

PLAT VACATION

I, _____, as the ____owner ____authorized agent
(check one) for the property known as _____,
and recorded in the Broward County Public Records at Plat Book _____, Page_____
(if applicable), do hereby attest that I installed or caused to have installed, _____
sign(s) located on the above-referenced property in compliance with City Code Section
16-34(f) on _____, 200__, which is at least 30 days in advance
of the City Commission hearing on the plat vacation for the proposed project scheduled
for _____, 200__.

Signed: _____

Print Name: _____

Owner/Authorized Agent
(Circle one)

Date of Signing: _____

Notary Public

My commission expires on _____

CORPORATION AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am the President of _____, a corporation existing under the laws of the State of _____, and who is authorized by the corporation to file this application for public hearing; that all answers to the questions in said application, sketches, data, and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief; that said corporation is the _____ owner _____ tenant of the property described herein and which is the subject matter of the proposed hearing. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on behalf of the corporate applicant, am found to have made a material misrepresentation, either oral or written, regarding this application, it is understood that the application can be cancelled, and any plat/street vacation granted may be made null and void by the City of Sunrise, at its sole option.

President's Signature (Corp. Seal)

ATTEST:

Secretary's Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____,
this _____ day of _____ 20____, who is either personally known to me or who
has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

AFFIDAVIT OF OWNER OR AGENT
Certification of Property List

I, _____ (as the owner or the authorized agent), for the property known as _____, specifically located at _____, and recorded in the _____ County Public Records in Plat Book _____, Page _____ being first duly sworn, depose and say that I am the owner or agent of the Property described in the above application for public hearing; that I have submitted or have caused to be submitted a Property Owner List located within a _____ 500 foot radius or _____ 300 foot radius (whichever is applicable) of the subject application and that to the best of my knowledge and belief said list is true and accurate.

The list of the names and addresses of all property owners located within the aforementioned radius of the exterior boundary of the subject property is to be made a part of this application. If the subject property constitutes only a portion of a contiguous ownership parcel, the exterior boundary from which the appropriate radius is to be projected will be the exterior boundary of the entire contiguous ownership parcel. All unit owners in a condominium building that partially falls within the applicable radius will be notified.

Print Name

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this _____ day of _____, 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of

Print Name

OWNER'S SWORN CONSENT

PERMITTING CONTRACT PURCHASER TO FILE FOR A HEARING

I, _____, being first duly sworn, depose and say that I am the owner of the Property described in the above application, which is the subject matter of the proposed hearing, and do hereby authorize _____, my contract purchaser, to file this application for a public hearing.

Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this ____ day of _____ 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name : _____

Note: Each owner of the Property must execute this form.

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